

TITLE: ADMINISTRATOR, INVESTOR REPORTING AND SERVICING

Under the direction of the Treasurer, administers and manages all direct and indirect loan servicing and reporting functions as related to CHFA's single family and multifamily loan and REO portfolios.

Responsible for overseeing the supervision for the recording and reconciliations of financial records for the direct and indirect loan servicing functions related to the single family loan and REO portfolios and multifamily loan and REO portfolios. Prepares related analyses and reports. Conducts participating lender training as related to servicing functions and participates in orientation of new servicing banks. Prepares acquisition and disposition analyses of servicing bank portfolios. Prepares analyses for the evaluation of non-performing single family assets. Monitors servicing banks reporting related to all aspects of the single family portfolio from origination to REO disposition (including conveyance to insurers or guarantors, if applicable). Acts as a liaison between the Finance Department and the Asset Management/Underwriting and Legal Departments for multifamily servicing related matters. Reviews legal documents and prepares analyses/schedules for multifamily loan closings, workouts and REO sales. Prepares and provides quarterly status reports to the Board of Directors for all direct and indirect loan servicing functions. Collaborates with the Administrator, Financial Reporting and Control to implement processing related to new loan programs and develop process changes for changes to existing loan programs. Assesses information systems utilization ensuring maximum processing efficiencies. Assists with the determination of loss reserve levels for all loan and REO portfolios. Provides training, guidance and evaluation of staff.

Requires BS/BA in Business/Finance, MA/MBA preferred. Requires 10 years of experience in real estate mortgage financing. Requires at least 5 years of experience in managing direct and/or indirect mortgage loan servicing functions. Requires knowledge of mortgage loan accounting and investor accounting and reporting. Requires extensive knowledge of mortgage loan programs including public and private financing loan servicing methods as well as FHA, VA and private mortgage insurance claim procedures. Requires excellent analytical, problem solving, decision making and communication skills. Must be able to adapt to and implement new programs. Meticulous attention to detail required. Requires knowledge of Microsoft Office™; demonstrated ability to become proficient with proprietary software systems at an advanced level.

Salary Range: \$120,716 - \$150,866 Annually

To apply for this position, submit resume, cover letter referencing the position for which you are applying, and salary requirements no later than 5:00 P.M. Wednesday, February 22, 2012 to:

Connecticut Housing Finance Authority
c/o Human Resources
999 West Street
Rocky Hill, CT 06067
(No faxes or telephone calls please)

NOTE: Resumes received after 5:00 pm on the closing date will not be considered.

CHFA IS AN AFFIRMATIVE ACTION /EQUAL EMPLOYMENT EMPLOYER M/F